

Subject to approval at the October 20, 2015, Board of Works meeting.

City of West Lafayette, Indiana
Board of Public Works and Safety
MINUTES

OCTOBER 13, 2015
8:30 a.m.
Morton Community Center
Multi-Purpose Room

Members present were Sana G. Booker, Bradley L. Cohen, Brooke E. Folkers, and Jonathan C. Speaker. Mayor Dennis presided.

1. APPROVAL OF MINUTES

a. October 6, 2015, Meeting

Ms. Folkers moved to accept the minutes of the October 6, 2015, Board of Works meeting.
Mr. Speaker seconded the motion

The motion was adopted.

2. NEW BUSINESS

a. Quote Opening: Toolcat Utility Vehicle – Parks

Parks Superintendent Fawley explained that this quote request is to replace a 2004 Toolcat Utility Vehicle. In response to a question from Mayor Dennis, she explained that the primary use for this vehicle is to work on the trails, of which we now have 32 miles.

Clerk-Treasurer Rhodes stated that there were two responses to the request through email, and she read them aloud:

Company: Bobcat of Lafayette	
Base Toolcat Quote	\$36,002.70
Less Total Trade-in Allowance	\$13,000.00
Total Cost (less options)	\$23,002.70
Options Priced Separately:	
Cab with heat/air	\$3,242.40
High/Flow Package	\$1,012.90
Attachment control kit	\$133.00
Strobe LED	\$419.30
68" General Purpose Bucket	\$553.50
Bolt-on Corner cutting Edge, ¾"	\$52.42
Bolt-on Cutting Edge, 68"	\$158.66
SP12 Sand & Salt spreader	\$3,824.00
Snow blade	\$1,745.75

Company: Bobcat of Fort Wayne	
Base Toolcat Quote	\$68,595.14
Less Total Trade-in Allowance	\$11,000.00
Total Cost (less options)	\$57,595.14
Options Priced Separately:	
Cab with heat/air	\$4,632.00
High/Flow Package	\$1,447.00

Company: Bobcat of Fort Wayne	
Attachment control kit	\$190.00
Strobe LED	\$177.60
68" General Purpose Bucket	\$695.00
Bolt-on Corner cutting Edge, ¾"	\$28.34
Bolt-on Cutting Edge, 68"	\$165.95
SP12 Sand & Salt spreader	\$4,670.00
Snow blade	\$2,205.00

Mr. Speaker moved that the quotes for the Toolcat Utility Vehicle be taken under advisement. Ms. Folkers seconded the motion.

The motion was adopted.

b. Quote Opening: Gateway Signs – Development

Director of Development Poole explained that this quote opening and the next one are for Redevelopment Commission (RDC) projects, and it will be funded by the RDC. The Board is being asked to open the quotes and allow them to be taken under advisement. He stated that the gateway signs are for a project done with the City of Lafayette as a way to incorporate wayfinding that is consistent throughout the communities.

Clerk-Treasurer Rhodes stated that there is one response here and we have just notified from the 711 W. Navajo offices that a response for the Gateway Signs has just been delivered by FedEx. She stated that she will read the one we have here aloud and then ask for the opinion for City Attorney Burns on if we are able to consider the other one.

Company: Huston Electric, Inc.	
Large Sign	\$58,975.00
Small Sign	\$54,655.00

City Attorney Burns stated that the second quote arrived at 8:32 a.m. so it was not timely.

Clerk-Treasurer Rhodes stated that she would like to appeal to the Board that a delivery at 8:32 a.m. is a very *de minimis* miss of a cut-off. She requested that the Board allow us to have that response delivered here before we adjourn and have it open.

City Attorney Burns stated that as long as the Board makes that specific finding that it is *de minimis* delay. He asked Deputy Clerk-Treasurer Foster to read into the record what the timing is and the exact time on the delivery.

Deputy Clerk-Treasurer Foster stated that we received an email at 8:39 a.m. from the utility billing office email stating that quote was received via FedEx at 8:32 a.m.

City Attorney Burns requested a motion that the quote received at 8:32 a.m. be deemed in compliance as a *de minimis* variation from the time requirement.

Mr. Speaker moved for approval to accept the quote received at 8:32 a.m. Ms. Booker seconded the motion.

The motion was adopted.

[This item is continued below.]

c. Quote Opening: Bridge Illumination – Development

Director Poole stated that this is also through the RDC and we solicited quotes to see if it is a feasible project. He noted that the West Lafayette Public Arts Team has been involved with this.

Clerk-Treasurer Rhodes opened the quotes and read them aloud:

Company: Mia Electrical	
Bridge Location #1 (Soldiers Home Rd./State Rd. 52)	\$78,000.00
with \$15,000 road closure allowance	\$93,000.00
Bridge Location #2 (Northwestern Ave./State Rd. 52)	\$77,000.00
with \$15,000 road closure allowance	\$92,000.00

Company: Huston Electric, Inc.	
Bridge Location #1 (Soldiers Home Rd./State Rd. 52)	\$67,940.00
Bridge Location #2 (Northwestern Ave./State Rd. 52)	\$71,422.00

Mr. Cohen moved that the quotes for bridge illumination be taken under advisement. Ms. Folkers seconded the motion.

Mr. Speaker asked what a road closure allowance is.

Public Works Director Buck responded that it is a placeholder to draw from if they need either the bridge or a traffic lane to provide barricades and other traffic devices so they can do that.

Ms. Booker asked if we are to assume it is included in the Huston Electric quote since they did not note that.

Director Buck responded that he would have to look at the quotes.

Clerk-Treasurer Rhodes advised that there was only one sheet in the quotes. However, in the case of quotes, the RDC is free to negotiate with the quoters.

The motion was adopted.

d. 2014 SRF Loan Disbursement Request No. 29: Sheraton and Fairway Knolls Lift Station Project – Wessler Engineering – WWTU

WWTU Director Henderson requested approval of 2014 SRF Loan Disbursement Request No. 29 to Wessler Engineering in the amount of \$17,956.00.

Mr. Cohen moved that the 2014 SRF Loan Disbursement Request No. 29 be approved. Ms. Booker seconded the motion.

The motion was adopted.

e. Hire: WWTU Billing Office Accounting II – Erica Cundiff – WWTU

Director Henderson requested approval to hire Erica Cundiff for the Accounting II position in the WWTU billing office, effective October 13, 2015, with a bi-weekly salary of \$1,499.11. He noted that this position reports to Clerk-Treasurer Rhodes, and it is part of the realignment of the billing staff.

Ms. Folkers moved that the hire of Erica Cundiff be approved. Mr. Speaker seconded the motion.

The motion was adopted.

f. Claims

- i. AP Docket \$194,636.58

Ms. Folkers moved that the claims be approved. Mr. Speaker seconded the motion.

There were no questions or comments about the claims.

The motion was adopted.

g. Informational Items

- i. Project Payment List – WWTU

There were no questions or comments about the listing.

- ii. Park Board Dockets

There were no questions or comments about the listing.

h. Other Items

► Director Henderson reported that, in conjunction with Purdue Green Week, the fall De-Trash the Wabash event is on October 22. He noted that he will be out there with a large group of cub scouts.

► Engineering Assistant Garrison reported that not much has changed with the Happy Hollow Road project, with traffic still moving southbound only. He stated that he just discussed with Police Chief Dombkowski about traffic not being let through as quick as it should during busy times, so that will be discussed with the contractor later today. He reported that the State Street restriction yesterday went fine. There will be minimal restriction today and they should be out of the road by the end of today. He reported that a cabinet should be installed on Thursday for the new lighting service point on Cumberland Avenue, with service running by the middle of next week.

Ms. Booker expressed her appreciation to Director Buck and Mr. Garrison for contacting the contractor about her damaged mailbox and having the issue resolved.

City Attorney Burns asked for an update on the water project for Indian Trail. He stated that it looks like they made great progress.

Mr. Garrison stated that they are moving along faster than planned and they are hoping to finish this year. He confirmed for City Attorney Burns that they will get the sidewalks done at once, and it will be the same contractor.

[This item is continued below.]

b. Quote Opening: Gateway Signs – Development [Continued]

The quote arrived from the 711 W. Navajo office, and Clerk-Treasurer Rhodes opened the quote and read it aloud:

Company: Sign Craft Image Solutions	
Tall Sign	\$95,200.00
Short Sign	\$69,700.00

Clerk-Treasurer Rhodes noted that the quote also shows estimated sales tax, which is not applicable.

Ms. Folkers moved that the quotes for gateway signs be taken under advisement. Mr. Cohen seconded the motion.

The motion was adopted.

Mr. Cohen asked if it is common practice to accept something after the timeline, whether it is *de minimis* or not.

City Attorney Burns stated that it is not. He noted that with electronic delivery we will see a bit more of it in a way because it is so precise timing-wise. He explained that the basis of the law is that you have to be fair, but you can also take situations to the advantage of the municipality financially. It is a balance.

Clerk-Treasurer Rhodes stated that we sometimes have difficulty with timely responses when it is one day after a federal holiday. Many municipalities are closed, and so this was delivered with the thought that we would be open today but perhaps not yesterday.

h. Other Items [Continued]

► Marketing and Grants Administrator Shaw invited everybody to attend the dedication of “Send.” This is the mural on the side of the post office by Craig Martin. The dedication is October 17, and everyone will get to send a postcard.

► Director Poole reported that the fourth Purdue Boilermaker Half-Marathon is on October 17.

► Street Commissioner Payne reported that the department is taking out dead trees around the City.

3. ADJOURNMENT

There being no further business to come before the Board, Mr. Speaker moved that the meeting be adjourned, and Mayor Dennis adjourned the meeting.